MAIN HRS

DCDS Reports

Employee Reports - A
HR-308 - Coding Block Detail Time

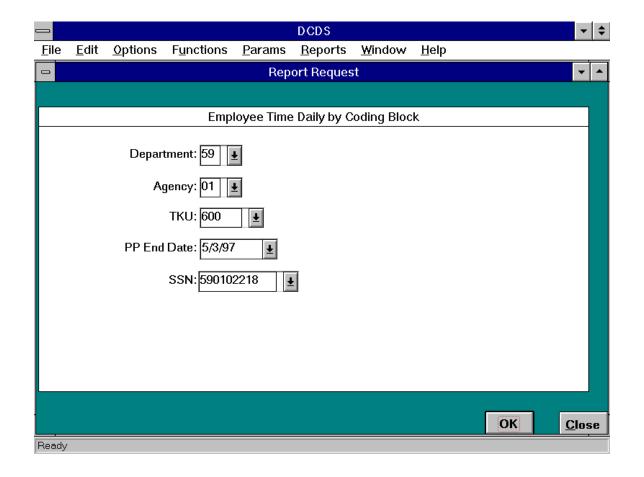|	
Purpose:	The Employee Coding Block Detail Time report provides detailed information on coding block information reported for a single employee for a pay period.
Frequency:	As requested (after timesheets for the requested pay period have been saved or submitted). If requested before timesheets have been saved, fields will be blank.
Distribution:	The report is available to DCDS users who have been granted the appropriate security.
Sequence:	Department, Agency, TKU, Employee Name
Media:	Displayed on-line or the report may be printed.
Retention:	Per Department Policy. Information is available on-line for one fiscal year.
Information:	A. The Time Daily by Coding Block screen is accessed through the Reports, Employee Data Collection, A - Coding Block Detail Time items on the menu.

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Information:
(Continued)

B. The following detail is displayed:

- Name
- Social Security Number
- Appointment Date
- Standard Distribution Coding Block
- Source (DCDS or HRMN)
- Day/Date
- Hours Type & Hours reported for each day
- Non Standard Coding Block
- Std (Standard Coding Block Indicator) – a check indicates that the Standard Coding Block applies
- Tax Group (Not applicable at this time)
- Daily Total
- Pay Period (PP) Total
- Comments
- Signature Line
- Submitted By
- Date Submitted
- Approved By
- Date Approved

C. Total hours are provided for the employee for the pay period.

D. To print a copy of the report, select <u>F</u>ile and click on the <u>P</u>rint menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

State of Michigan

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┌──────────────────────────────────────────────────────────────┐
│ ▭                          DCDS                         ▼  ▲  │
├──────────────────────────────────────────────────────────────┤
│ File   Edit   Options   Functions   Params   Reports   Window   Help │
├──────────────────────────────────────────────────────────────┤
│ ▭                     Report Request                    ▼  ▲  │
├──────────────────────────────────────────────────────────────┤
│                                                                │
│  ┌──────────────────────────────────────────────────────┐    │
│  │          Employee Time Daily by Coding Block          │    │
│  │                                                        │    │
│  │         Department: │59 │ ▼│                           │    │
│  │                                                        │    │
│  │             Agency: │01 │ ▼│                           │    │
│  │                                                        │    │
│  │                TKU: │600 │ ▼│                          │    │
│  │                                                        │    │
│  │       PP End Date: │5/3/97 │ ▼│                        │    │
│  │                                                        │    │
│  │                SSN: │590102218 │ ▼│                    │    │
│  │                                                        │    │
│  └──────────────────────────────────────────────────────┘    │
│                                                                │
│                                    │  OK  │   │ Close │        │
├──────────────────────────────────────────────────────────────┤
│ Ready                                                          │
└──────────────────────────────────────────────────────────────┘
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Report Request Screen

To display the Report Request screen for the Employee Coding Block Detail Time Report, select the <u>R</u>eports menu item from the Menu bar and click on the Employee Data Collection menu item. From the cascading menu, click on <u>A</u> - Coding Block Detail Time menu item.

The Report Request screen allows users to enter the appropriate criteria to request Employee Coding Block Detail Time Report.

The user's Department, Agency, TKU, SSN and the current Pay Period End Date display. To display information for a previous pay period end date, enter or select the appropriate pay period end date. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line for the employee. The printed report is displayed on the next page in which all fields can be viewed.

State of Michigan

MAIN HRS

DCDS Reports

HR-308 - Employee Coding Block Detail Time

HR – 308

MAIN HUMAN RESOURCE SYSTEM
CODING BLOCK DETAIL TIME REPORT

RUN DATE: 10/27/1999 14:03:5
PAGE 1 OF 1

DEPARTMENT: 07 MANAGEMENT AND BUDGET
AGENCY: 01 CENTRAL OFFICE
TKU: 707 MAIN-HRS SOFTWARE

PAY PERIOD END DATE: 10/16/1999
PAY PERIOD NO: 22

NAME: SYMIMER, DIDO   SSN: 300-00-0101   APPOINTMENT DATE: 01/13/1985

STANDARD DISTRIBUTION:

PERCENT	AY	INDEX	PCA	GRANT	PAHSE	AG1	PROJECT	PHASE	AG2	AG3	MULT	SOURCE
50	00	99991										DCDS
50	00	99995										DCDS

DATE	HOURS TYPE	HOURS	AY	INDEX	PCA	GRANT	PAHSE	AG1	PROJECT	PHASE	AG2	AG3	MULT	STD	TAX GROUP
MON 10/04/1999	REG1	8.0												☑	
	DAILY TOTAL	8.0													
TUE 10/05/1999	REG1	8.0												☑	
														☑	
	DAILY TOTAL	8.0													
	PP TOTAL	40.0													

SIGNATURE_____
SUBMITTED BY : SYMIMERD   DATE SUBMITTED: 10/13/1999   APPROVED BY: NEVILD   DATE APPROVED 10/13/1999

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